



SULLIVAN COUNTY HEAD START, INC.  
P.O. BOX 215  
WOODBOURNE, NEW YORK 12788

March 31, 2014

Bertha Williams, Executive Director

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Marlene H. Dortch, Secretary  
Federal Communications Commission  
445 12<sup>th</sup> Street SW  
Washington, DC 20554

Re: Waiver of filing Form 471 Deadline  
Form 470 Application #: 199080001224654  
Form 471 Application #: 992111

Dear Ms. Dortch:

Sullivan County Head Start, Inc. is requesting a waiver of FCC Form 471 application filing window deadline.

Due to an emergency, the Fiscal Officer of the organization was absent and therefore was unable to complete Form 471 until Friday, 3/28/14. This was two (2) days after the close of the filing window. Currently we do not have another person in the organization that handles the E-Rate application process.

We have put procedures in place to ensure that Forms 470, 471 and 486 and all forms pertaining to the E-RATE program will be completed and submitted within a timely manner. (Please see enclosed procedures). Another person in the organization will be trained on completing the E-Rate process. Also, this is the first time we have filed out of window.

We hope that you will look favorably on our request for a waiver of the Form 471 filing deadline and consider our Form 471 application being filed within Window.

Thanking you in advance for your cooperation.

Sincerely,

Bertha G. Williams  
Executive Director

BGW/ym

State Route 52 Complex  
(845) 434-4164

Waverly Avenue  
(845) 794-4622

Sullivan County Head Start, Inc. provides equal program and employment opportunities

**Sullivan County Head Start, Inc.**  
**Procedures to Ensure E-Rate filings are Completed and Submitted in a timely manner**

To ensure that all E-Rate forms are completed and submitted to Universal Service Administrative Company (USAC) in a timely manner the following procedures have been established:

- 1) The Executive Director and Fiscal Office shall note deadlines for the filing of Form 470
- 2) After signing off on Form 470, the Executive Director shall forward to the Fiscal Office e-mail notice of Form 470 being certified.
- 3) All correspondence noting date when Form 471 can be filed will be forwarded to Fiscal Office.
- 4) Filing of Form 471 by Fiscal Office is to be done when **allowable** contract date is available.
- 5) Within time frame allowed, Fiscal Office will forward to Executive Director the notice of filing completion for Form 471.